

Professional and Managerial Branch
Cultural Group
Museum Series

SCIENCE MUSEUM CURATOR

09/89

Characteristics Of The Class

Under direction, supervises, coordinates and assures proper identification, preservation, care and storage of museum artifacts and collections; develops educational programs; performs related duties as required.

Example Of Duties

Designs and mounts exhibits and artifacts in the Museum's archaeological and anthropological collections; performs research to identify artifacts; assures collections are properly restored, preserved and cared for; visits archaeological digs and performs research to prepare recommendations for acquisition of artifacts designs and maintains nature trail.

Develops and presents educational programs and museum tours; delivers presentations to schools and other public groups; accepts and maintains records of acquisitions and collections; notifies press in order to publicize special events and exhibit openings; maintains contact with Friends of the Museum; promotes and staffs the museum's gift shop.

Prepares and controls the annual operating budget; supervises, trains and evaluates assigned personnel; maintains records and prepares reports; coordinates activities and scheduling of museum volunteers.

Minimum Qualifications:

Training and Experience: Graduation from an accredited college or university and completion of a Master's Degree in Archaeology, Anthropology or a related field and one year of professional museum experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of archaeology and anthropology; considerable knowledge of the methods, techniques and procedures of museum operations; considerable knowledge of the methods, techniques and procedures used in the handling, care and preservation of artifacts; good knowledge of the archaeology of El Paso and the southwest; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan, design and prepare museum exhibits; ability to prepare and present museum educational programs; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Skill in the handling, care and preservation of museum artifacts and collections.

Physical Requirements: Mobility within an office and Museum environment; lift and carry heavy objects (up to 50 pounds); operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

Director of Personnel

Department Head